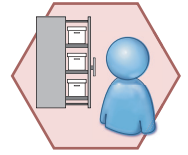




Case Study



Records & Archiving

Attric is the leading UK consulting and services company specialising in the development, management and delivery of technical information, procedural documentation, asset / maintenance management and engineering support services.

- Client:** Legal Firm
- Service:** Hard copy document management
- Scope:** To take over the management of indexing, archiving and location tracking of all hardcopy documents from incumbent supplier.
- The client had three poorly managed archiving locations that impacted significantly on their day-to-day business operations with regards to:
- Locating documents
 - Tracking document held with third parties
 - Tracking overdue document loans
 - Auditing archive locations
 - Managing document retention
 - Managing document storage environment

Attric indexed, boxed, relocated and archived 10,000 documents. All documents on loan were then audited against our definitive list and their existence was verified.

Once complete, the client was delivered a complete list of all documents they hold and their location. Attric now manage 100,000 documents for this client in controlled archive environments.

- Key Facts:** All archives are managed to BS 5454:2000
- Fire Protection and Alarm Systems
 - Secured Access
 - 24/7 Security Monitoring (CCTV)
 - Pest Control
 - Environmental Controls and Monitoring for Temperature and Humidity

Before



After



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